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NEW HAVEN
YMCA
JUNIOR COLLEGE

Accredited by the Connecticut State Department of Education,
Member of American Association of Junior Colleges.

SUPPLEMENT
of
1941-1942
CATALOG

Evening Sessions

Co-Educational

Administrative Offices

52 Howe Street

New Haven, Connecticut

NEW HAVEN
Y M C A
JUNIOR COLLEGE

In response to the demands of industry, the New Haven YMCA Junior College will offer two additional four-year evening programs, Industrial Administration and Sales Engineering, leading to the Associate in Science degree. The first two years of these programs are identical to allow the student to transfer into or from the other engineering programs. The work of these two years is background material essential to admission to advanced courses offered in the third and fourth years.

The tremendous increase in the number of employees in the last year has caused an increase in the demand for supervisory and administrative personnel. This demand to a large extent will continue for the duration of the emergency. In the post-armament period, industry will need administrative leaders capable of enlisting the coöperation of the industrial personnel in rebuilding the commercial enterprise.

The demand for sales engineers has been growing for the past several years. In this emergency, the sales engineer has proven valuable to industry as a liaison man between the customer who is in need of products and the company which is hardpressed to supply them. In the post-armament economy, the sales engineer must assume a major role in rebuilding business. This will be especially true in the metal trades industries of Connecticut.

These are "work-study" programs. Hand skills and specific applications in a particular company situation, and actual work experience with specific product and company are best learned on the job. These are the work part of the program. General backgrounds and the considerations involved, as well as the technique of dealing with these problems, can well be acquired in college. These are the study part of the program.

All elementary courses will be offered during the college year 1941-42. Advanced courses listed in this bulletin will be offered in those subjects for which there is a sufficient enrollment to warrant the establishment of classes this year.

PURPOSE OF THE PROGRAMS

INDUSTRIAL ADMINISTRATION

This program seeks to prepare men for positions of responsibility in industry. It is training for production supervisors, department heads, foremen, cost administrators, and general administrative employees. The course has four specific objectives:

1. To achieve familiarity with mechanical, electrical, and metallurgical engineering.

2. To secure a general background in industrial techniques and the basic principles of economics.

3. To develop the ability to grasp, to understand, and to present in oral or written form the facts and the solutions of industrial and administrative problems.

4. To understand the principles and considerations of good personnel administration.

SALES ENGINEERING

The Sales Engineering program makes it possible for the young man in industry to prepare as a salesman and an engineering consultant.

It is an attempt to fill the need expressed by various industrialists for men with the background and technical knowledge necessary to understand and present their products in an effective manner. The program has three principal objectives:

1. To develop the ability to speak and write clearly, logically, and effectively.

2. To provide a general engineering background and the technical knowledge which will enable the student to understand and appreciate customers' problems and to work with engineers in arriving at solutions of these problems.

3. To develop an understanding of economic principles and business procedures necessary to successful sales relationships.

ADMISSION REQUIREMENTS

Candidates for admission to the programs of Industrial Administration and Sales Engineering must meet the general admission requirements of the engineering department of the college.

A personal interview with the Director, Associate Director, or the Faculty Committee on Admissions is required of each applicant. During this interview the candidate will be asked to present evidence of such personal aptitudes or characteristics as are deemed essential to success in these occupations.

Industrial administration and sales engineering are exacting occupations. While enrolled in these courses, the student will be interviewed frequently by various members of the faculty. In these interviews, the student's scholastic record, the comments of his instructors, and his record of employment will be used to evaluate his progress and his chances of success in either of these specific fields.

Candidates seeking to matriculate must present fifteen approved units of high school work as follows:

English	3 units
Algebra	2 units
Geometry	1 unit
Physics or Chemistry	1 unit
Additional academic subjects, not less than	5 units
Vocational subjects, not more than	3 units
	15 units

SALES ENGINEERING AND INDUSTRIAL ADMINISTRATION

First Year

First Semester	Second Semester
English 1	English 2
Trigonometry	Algebra
Engineering Drawing	Engineering Problems

Second Year

First Semester	Second Semester
English 3 (Public Speaking)	English 6 (Report Writing)
Mechanics	Mechanics
Economics	Economics

Third and Fourth Years

General Accounting (one semester)
Budgetary Survey and Cost Control (one semester)
Survey of Electrical Engineering
Mechanisms (one semester)
Properties of Materials (one semester)

Required Courses in Majors

Sales Engineering	Industrial Administration
Marketing and Sales (Ec. 15-16)	Industrial Administration (Ec. 77-88)
Metallurgy (one semester)	Personnel Administration
Senior Problems (Sales Engineering)	Senior Problems (Industrial Administration)
Law (L1)	Law (L1) or Metallurgy (one semester)

Description of Courses

ACCOUNTING (A)

General Accounting (A 17)

Two and one-half hours a week throughout one semester. Credit, 2½ semester hours.

This course is planned to give a working knowledge of accounting; it does not seek to develop an accountant. The course covers the place and purpose of accounting in business, the basic divisions of the balance sheet and its classifications, profit and loss classifications, the trial balance, closing entries, inventory problems, book of original entry, columnar record, discounts, adjustments, deferred and accrued items, net worth, stock equity, and surplus. Proprietor, partnership, and corporation books are studied.

Budgetary Survey and Cost Control (A 18)

Two and one-half hours a week throughout one semester. Credit, 2½ semester hours.

This course deals with the nature and uses of cost accounting and budget procedures. The emphasis is directed toward understanding records and procedures. The work includes cost methods, job order procedure, closing operations, analytical records, standard and process cost accounting, and estimating procedure.

Prerequisite, A 17

BUSINESS LAW (L)

Law of Contracts (L 1)

Two and one-half hours a week throughout one semester. Credit, 2½ semester hours.

This course includes a study of the formation of contracts, capacity of parties, offers and modes of acceptance and other requisites; performance of contracts, conditions upon duty to perform, and discharge; the appointment of agents, and the creation of agency; the employment contracts; power of agent to bind his principal in dealings with third parties; duties of agent and principal to one another.

DRAWING (D)

Engineering Drawing (D 1a)

Two and one-half hours a week throughout one semester. Credit, 2½ semester hours.

The aim of the course is to train the student to read and understand technical drawings and to make simple drawings and sketches both freehand and with instruments. The material includes orthographic projection, auxiliary view, isometric projection, dimensioning, and symbols and standards.

ECONOMICS AND SOCIOLOGY (Ec)

Economics (Ec 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

A description of this course is given on page 34 of the catalogue.

Industrial Management (Ec 77-88)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is essentially the same as that described in the catalogue on page 34 except that, in taking a full year to cover the work usually covered in one semester, more time will be available for problems and phases of the work which must otherwise be dealt with in a very limited way.

Marketing and Sales (Ec 15-16)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is the "sales" course for the sales engineer. Principles and problems involved in the distribution of merchandise, the basic structure of markets and the functions related to marketing, the principles of sales methods as applied to engineering products, the technique of making a sale, and the place of the salesman as a consultant are dealt with in a practical manner.

Prerequisite, E 1-2

Personnel Administration (Ec 8)

Two and one-half hours a week throughout one semester. Credit, 2½ semester hours.

Course description is found on page 34 of the catalogue.

ELECTRICITY (EE)

Survey of Electrical Engineering (EE 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The emphasis in this course is placed on the industrial application of the principles of electrical engineering. The operating characteristics of electrical devices are studied. The method of instruction includes recreation, lecture, computation, and laboratory periods in circuits, machinery, and thermionics.

ENGINEERING MECHANICS (EM)

Mechanics (EM 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Description of the course will be found on page 36 of the catalogue.

MECHANICS (EM 5)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Mechanism is a study of the motions of the parts of machines and the transmission of forces in these machines. It is a basic course giving the student an insight into the kinematics of any machine. It is both mathematical and graphical in character.

Prerequisite, Mechanics (EM 1-2).

ENGLISH

ENGLISH (E 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Description of this course is found on page 37 of the catalogue.

ENGLISH (E 3) (Public Speaking)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Description of this course is found on page 43 of the catalogue.

ENGLISH (E 6) (Report Writing)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The aim of this course is to improve the student's ability to organize material and to present it in an acceptable and logical form. Primary emphasis is placed on the writing of reports. Consideration is given also to methods of obtaining information. The student is expected to read technical trade journals to develop skill in analyzing material and presenting conclusions.

Prerequisite, E 1-2.

MATHEMATICS (M)

TRIGONOMETRY (M 1)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Course description is found on page 37 of the catalogue.

ALGEBRA (M 2)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Course description is found on page 37 of the catalogue.

METALLURGY (Mt 1)

PROPERTIES OF MATERIALS (Mt 1)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The aim of this course is to familiarize the student with the important properties of metals and materials, and the principal tests used in their determination. It seeks to give an insight into the adaptability of materials for particular products.

Prerequisite, (EM 1-2).

METALLURGY (Mt 2)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This is an elementary survey of metallurgy involving the laboratory analysis of metals, a study of their internal structure and composition, and how these are changed by strains, heat, and applied forces.

Prerequisite, (Mt 1).

PROJECTS (Pr)

ENGINEERING PROJECTS (Pr 10)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The purpose of this course is to give the student a working knowledge of engineering thought and type of subjects dealt with. He is trained in the use of such engineering tools as the slide rule and engineering tables. The subject matter covered is related to courses in mathematics and engineering.

Prerequisites, M 1 and M 2 to be taken concurrently or presented as prerequisites.

PROBLEMS OF INDUSTRIAL ADMINISTRATION AND SALES ENGINEERING (Pr 13-14)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is a course designed for seniors. Carefully chosen problems covering several phases of engineering make up the course. The problems are treated in detail as they are in engineering practice. Several instructors collaborate in the presentation and discussion of the various phases of the work.

Open to seniors only.

BOUND BY
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